

The Lincoln School Handbook is a wealth of information. Refer to it when looking for LSPA contact information, a school calendar, policies, procedures, staffing and more. Familiarize yourself with the policies about arrival, dismissal, parking and signing in. Safety and security are our first priorities.

Students should **arrive** between 8:15 and 8:30. Primary age children gather near the Main St. lobby. Intermediate students gather in the cafeteria. Parent monitors will greet students being dropped off on Main St to direct them up the hill and to help keep the traffic flowing. If your child is late, please escort them to the office using the Mystic Valley Parkway doors as all doors except the Mystic Valley Parkway doors are locked after 8:35.

Kindergarteners will be **dismissed** from the Main St. lobby. First, second and multiage students will be dismissed from the Washington St. doors. Intermediate students will be dismissed for the Mystic Valley Parkway doors. Please wait for your student outside. If you have an after school appointment with a staff member, remember to sign in and put on a visitor sticker as well.

Barbara Lang will be selling **lunch and milk tickets** Tuesday, Wednesday and Thursday next week before school in the cafeteria. After next week tickets are sold Monday and Tuesday mornings from 8:15- 8:30. If at all possible, it would be easier if first graders and kindergarteners brought their own lunch the first two days they eat in the cafeteria.

Email is an easy way to communicate with staff throughout the district. Each email address is the first initial and last name followed by winchester.k12.ma.us. For example, my email is kscanlon@winchester.k12.ma.us.

Leave a clear message on our **absentee line** (781-721-7017) before the start of the day if your child is going to be absent. Otherwise we need to call you. Late arrivals cause a disruption to the start of the day. If your child is going to be more than five minutes late, please call them in and accompany them to the office.

Label, label label! Please put you children's name on clothing, backpacks, lunchboxes, lunch tickets, notebooks and the like. Better yet, have them label all their own things.

Set up a home/school center for homework, notices, schedules, library books, recorders, lunch tickets, permission slips etc. Let your child acquire the habit of packing up each evening for the next day.

Students should be encouraged to walk to and from school if possible or establish a meeting place a reasonable distance from the school. It will save you gas and give them a chance to get some exercise.

Bus routes can run ahead or behind schedule the first few days of school so your children should be at the bus stop earlier than usual.

